

**East Providence Housing Authority**  
**REGULAR/REORGANIZATIONAL MEETING**  
**February 23, 2016**

The Regular/Reorganizational Meeting of the Board of Commissioners of the East Providence Housing Authority was held on the above date at City View Manor. The meeting was called to order at **4:00PM** by Chairman Richard Smith.

The Pledge of Allegiance was lead by Executive Director Theresa Correia and recited by those in attendance.

**ROLL CALL:**

Present: Chairman, Richard Smith, Vice Chairman Faria, Commissioners Eileen Bowden, Valarie Lawson, Cynthia Faria and Executive Director Theresa Correia. Excused: Commissioner's Antero Braga and Luci Stoddard

**NOMINATIONS:** Chairman Smith turned the meeting over to Director Correia who called for nominations for Chairperson. Vice Chairman Faria moved to nominate Richard Smith for Chairman. A second was made by Commissioner Bowden. Director Correia asked if there were any other nominations. There being no other nominations, Vice Chairman Faria moved to close nominations for Chairperson. A second was made by Commissioner Bowden. The vote was unanimous to elect Richard Smith as Chairperson. He accepted with pleasure. Director Correia turned the meeting back over to Chairman Smith who called for nominations for Vice Chairperson. Commissioner Lawson moved to nominate John Faria for the position of Vice Chairperson. A second was made by Commissioner Bowden. There being no other nominations, Commissioners C. Faria moved to close nominations with a second by Commissioner Bowden. The vote was unanimous to elect John Faria as Vice Chairman, who accepted with pleasure. Both were praised for their prior year service and commitment.

**RESIDENT & PUBLIC CONCERNS:**

NONE

**APPROVAL OF MINUTES:**

Regular Meeting – 1/26/16: A motion was made by Vice Chair Faria to accept the minutes as presented, seconded by Commissioner Lawson. All Commissioners voted aye.

**PRESENTATION: Rowse Architects**

Steve Tucker of Rowse Architects reported on the condition of the masonry at the south tower at Harbor View Manor. After having an inspection done at the site by a masonry repair contractor, it was recommended that the housing authority obtain estimates for the work to be done and obtain quotes for vendor to erect a temporary staging under the area in question.

**DIRECTOR'S REPORT:**

Director Correia reported on the following:

- FY 2015 Audit. Currently in progress. Guyder-Hurley spent 3 days in the office. The balance will be done electronically.
- Director Correia updated the board on where the PHA stands on procurement. First two to be published will be for unit turnovers and lawn care. To follow will be pest management and a physical needs assessment. Correia went on to describe capital needs that will be addressed this year, such as Goldsmith Manor elevator upgrade, and the masonry and sidewalk repair at Harbor View Manor.
- Correia reported that mobile work order demo was done with HAB, the PHA's database software company. Maintenance staff is eager to begin the process. Correia stressed how much time will be saved once it is fully implemented.
- City View Manor common area work is progressing well. Asbestos abatement, paint, carpet, handrails have been completed on floors 11 and 10. Asbestos abatement continues, and will be complete thru the 2<sup>nd</sup> floor by 2/26/16.

- Capital Fund awards are out. EPFA was awarded \$514,486, up from \$497,543.  
A motion was made by Chairman Faria voted to approve the Directors Report as read. That motion was seconded by Commissioner Faria and passed unanimously.

#### **PUBLIC HOUSING VACANCY REPORT**

A motion by Commissioner Lawson to accept the PH Vacancy report as presented. Seconded by Commissioner Bowden. The motion carried.

#### **HOUSING CHOICE VOUCHER REPORT**

A motion was made by Vice Chairman Faria to accept the report as presented. Seconded by Commissioner Lawson. The motion carried.

#### **HOUSING CHOICE VOUCHER FSS REPORT**

A motion was made by Vice Chair Faria to approve the HCV FSS report as presented. Seconded by Commissioner Faria. The motion carried.

#### **FINANCE REPORTS**

Paid Bill-January 2016-\$138,889.48

A motion was made by Vice Chairman Faria to approve the report. That motion was seconded by Commissioner Bowden and passed unanimously.

Financial Snapshot-January 2016

A motion was made by Commissioner to approve the report. That motion was seconded by Commissioner Bowden and passed unanimously.

#### **REQUISITIONS**

Payment #2 – Packhem Painting Co. \$9,000.00

A motion was made by Vice Chair Faria to approve the payment to Packhem Painting Company. Seconded by Commissioner Lawson. All Commissioners present voted aye.

Payment #3 – Packhem Painting Co. \$38,250.00

A motion was made by Vice Chair Faria to approve the payment to Packhem Painting Company. Seconded by Commissioner Lawson. All Commissioners present voted aye.

#### **RESOLUTIONS**

#510 FY 2016 Operating Subsidy Submission

A motion was made by Vice Chair Faria to approve the submission. Seconded by Commissioner Lawson All Commissioners present voted aye.

#### **APPROVALS**

##### **2016 Meeting Schedule**

A motion was made by Chairman Faria voted to approve the schedule as read. That motion was seconded by Commissioner Bowden and passed unanimously.

#### **Adjourn**

At 4:40pm upon a motion by Vice Chairman Faria and seconded by Commissioner Bowden, the meeting was adjourned. All Commissioners present voted in favor.

Respectfully submitted,

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Theresa M. Correia  
Executive Director  
Transcribed by tmcorreia